



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

NOV 14 2006

IMEU-AO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Management Command, Europe Region (IMCOM-Europe)
Guidance on Lines of Communication (LOC)

1. REFERENCE. IMAH-OPD-D memorandum, dated 27 June 2006, Subject: US Army Installation Management Agency Policy Memorandum #12, Central Tasking Office (CTO). (encl)
2. PURPOSE. To provide guidance to all IMCOM-Europe employees regarding proper lines of communication within IMCOM-Europe.
3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of IMCOM-Europe.
4. POLICY. All IMCOM-Europe personnel will adhere to approved LOC for all communication between Region Headquarters (HQs), Garrisons, and non-IMA organizations.
5. PROCEDURES.
 - a. In accordance with reference 1, Garrisons will accept and/or respond only to taskers issued by their higher HQs CTO (IMCOM-EUROPE CTO for direct-report Garrisons, direct-report Garrison CTO for indirect-report Garrisons).
 - b. All coordination between Region HQs and indirect-report Garrison(s) will be conducted through the appropriate direct-report Garrison(s).
 - c. If Garrisons receive taskers or requests for information from other than their higher headquarters, they will decline to respond, refer the tasking agency to the appropriate person on the Region staff or headquarters, and notify their higher headquarters.
 - d. Direct Liaison Authorized (DIRLAUTH) is authorized between direct-report Garrison directorates and their Region counterparts for routine coordination and for requests for information (RFI) from the Garrison requiring resolution from Region HQs.
 - e. For stationing-related actions, the Region HQs lead office is the Stationing Management Office (IMEU-SMO). Direct-report Garrisons should have their

IMEU-AO

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Policy on Lines of Communication (LOC)

Stationing/Transformation Cell (or PAIO if no Stationing/Transformation Cell exists) submit stationing-related RFIs to the SMO using the attached stationing RFI template. For stationing requests, a Stationing Concept Plan (Cover Memo and draft AE Form 220-5C-R, per instructions in AE Reg 220-5) will be submitted to SMO in lieu of the RFI template.

f. This policy does not supercede existing OPLANS or OPORDS that promulgate habitual support relationships between Garrisons and Mission Commanders for execution of Army missions.

6. PROPONENT. IMCOM-EUROPE Management Support Office (IMEU-AO) is the proponent for this guidance. POC is Ms. Kathy Thomas, at DSN: 370-3350.



RUSSELL B. HALL
Director

Encl
as

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IMEU-AO

SUBJECT: Installation Management Command, Europe Region (IMCOM-Europe)
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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-OPD-D

JUN 27 2006

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #12, Central Tasking Office (CTO).

1. REFERENCES.

- a. AR 600-20, Army Command Policy, 1 February 2006.
- b. DA PAM 500-5-1, Individual Augmentation Management, 28 December 2001.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel utilizing HQ, IMA's CTO.

3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of IMA. This policy memorandum supersedes IMA policy memorandum #12, December 16, 2004.

4. POLICY. IMA Regions/Garrisons will accept taskings only from their higher IMA (Region/HQ) CTO.

5. PROCEDURES.

a. The US Army Installation Management Agency CTO at Headquarters, IMA serves as the conduit for taskers between the Director, IMA and the seven IMA Region Offices for all taskings.

b. The HQ, IMA CTO will receive, validate, and disseminate requirements to the Region tasking offices. All taskers that have a suspense date of less than 30 days (based on Eastern Time zone) shall be approved by the HQ, IMA CoS or his/her designated representative.

c. Agencies requesting mission support through IMA will honor existing timelines and procedures to ensure sufficient time to evaluate, validate, and disseminate tasking orders to affected Regions and Garrisons. All taskers sent to the Regions will have an IMA HQ functional point of contact assigned. Support requests must include funding data where appropriate.


IMAH-OPD-O

SUBJECT: US Army Installation Management Agency Policy Memorandum # 12,
Central Tasking Office (CTO)

d. IMA CTO tasking policy guidance does not supersede existing OPLANs that promulgate habitual support relationships between Garrisons and Mission Commanders for execution of Army missions.

e. E-mail requests should be sent to the IMA CTO: ima_cto@hqda.army.mil; Phone: DSN: 312-332-4254; or COMM: 703-602-4254.

6. PROPONENT. HQIMA Operations/Mobilization Branch (IMAH-OPD-O) is the proponent for this IMA policy. POC is the Chief, HQIMA Operations Center at DSN: 312-332-4254; or COMM: 703-602-4254.



JOHN A. MACDONALD
Brigadier General, USA
Director